



## Financial Assistance Award

### DENALI COMMISSION

510 "L" Street, Suite 410  
Anchorage, Alaska 99501  
(907) 271-1414

Project Number  
0013-DC-2000-T2

Accounting Code  
95X1200 95870000 95-67

**Recipient Name**

State of Alaska Department of Labor

**Recipient Address**

Department of Labor and Workforce Development  
PO Box 21149  
Juneau, AK 99802

Denali Commission Share of Cost  
\$ 2,000,000

**Award Performance Period**

From April 10, 2000 to April 11, 2004

**Authority**

112 Stat 1854

**Project Title**

### Denali Training Fund – Federal FY 2000

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.

- ☐ EDA Standard Terms and Conditions Public Works and Implementations Construction Components, dated 3/99
- ☒ Special Award Conditions and Attachments ( Project Scope –State of Alaska Department of Labor )
- ☐ Line Item Budget
- ☐ 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments ([www.access.gpo.gov/nara/cfr/waisidx\\_99/15cfr24\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html))
- ☒ OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments ([www.whitehouse.gov/OMB/circulars/a087/a087-all.html](http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html))
- ☒ OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments ([www.whitehouse.gov/OMB/circulars/a133/a133.html](http://www.whitehouse.gov/OMB/circulars/a133/a133.html))
- ☐ 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations ([www.access.gpo.gov/nara/cfr/waisidx\\_99/15cfr14\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html))
- ☐ OMB Circular A-122, Cost Principles for Nonprofit Organizations ([www.whitehouse.gov/OMB/circulars/a122/a122.html](http://www.whitehouse.gov/OMB/circulars/a122/a122.html))
- ☐ OMB Circular A-21, Cost Principles for Educational Institutions ([www.whitehouse.gov/OMB/circulars/a021/a021.html](http://www.whitehouse.gov/OMB/circulars/a021/a021.html))
- ☐ EDA Standard Terms and Conditions Capacity Building Programs
- ☐ Department of Commerce Financial Assistance Standard Terms and Conditions, dated 10/98

Signature of Authorized Official - Denali Commission

Typed Name and Title

Jeffrey Staser, Federal Co-Chair

Date

5/17/00

Signature of Authorized Official – State of Alaska Department of Labor

Typed Name and Title

Ed Flanagan, Commissioner

Date

5/18/00

**Award Conditions to the Financial Assistance Award  
Project No. 0013-DC-2000-T2 Denali Training Fund  
Department of Labor and Workforce Development**

1. The scope of work for this project is a statewide training assistance program and is described in greater detail in the attached Project Scope. Total Denali Commission (Commission) funding for the Department of Labor and Workforce Development, State of Alaska (DOL), through this financial assistance award is \$2,000,000. Commission funding is intended for use for the scope of work specified above and in the Project Scope. In the event there is a balance of funding after the scope of work is completed, then the Commission will determine how the excess funds will be allocated.
2. The Project Officer for the DOL is Mr. Mike Shiffer and Mr. Krag Johnsen for the Commission.
3. The DOL shall submit written progress reports, categorized by sub-recipients, to the Commission Project Officer quarterly (January/March, April/June, etc.). The reports are due within 30 calendar days of the end of the quarter. Interim reports are required in the event of significant project events that may extend the project schedule and/or impact the project budget. Quarterly progress reports shall include a narrative summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. The reports shall be submitted to:

Krag Johnsen  
Denali Commission  
510 "L" Street, Suite 410  
Anchorage, AK 99501

The Commission reserves the right, at a future date, to direct the DOL to provide the progress reports in electronic format for posting to the Commission's web page.

4. Two forms of project financial reports are required:
  - A. Project financial status reports shall be submitted to the Commission Project Officer quarterly (include as part of the quarterly progress reports). Included in the financial status reports shall be a project performance analysis on budgeted project line items, as defined by the DOL, showing budgeted costs compared to actual expenditures and obligations to date versus work performed to date (for each line item).

B. A final Financial Status Report (Standard Form 269) shall be submitted to the Commission's Project Officer within 90 days after the end of the Award Performance Period. If the Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the DOL must annually submit a completed Standard Form 269 within 90 days after the end of each anniversary of the award date.

5. To receive payment, the DOL must submit a "Request for Advance or Reimbursement," Standard Form 270, to the Commission Project Officer. It is expected that the DOL will forecast by letter or spreadsheet format, Commission funds or working capital advances needed on a quarterly basis, or as needed for each sub-recipient. This does not preclude more frequent Commission payments, than quarterly, given sub-recipients specific needs. The DOL shall indicate on the SF 270 or by attachment the request for payment for each sub-recipient. The Commission reserves the right to consolidate project level payments into one payment. The Commission Project Officer may review all payments to determine if payments made are justified and supported by appropriate records, invoices or other documentation. The Commission reserves the right to prohibit further payments to the DOL, at any time, if discrepancies involving Commission funds arise, until such time that the discrepancies are resolved to the satisfaction of the Commission.
6. Pay requests for the DOL administrative and program costs shall be on a separate 270 quarterly form from project pay request and will not exceed the pro-rata share of administrative and program costs in relation to project pay request (5% respectively).
7. To the maximum extent feasible, considering applicable laws, the DOL shall accomplish the work of this Agreement utilizing local labor and small, minority owned and disadvantaged businesses. This requirement shall also be extended to the sub-recipients.
8. No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.
9. The DOL will provide copies of all agreements for all Training Fund financial assistance award sub-recipients named in the attached scope of work and all future sub-recipients not yet identified in the attached scope of work. No amendment to this agreement is required for future sub-recipients.

**SCOPE OF WORK**  
**Project No. 0013-DC-2000-T2**  
**Denali Training Fund – Federal Fiscal Year 2000**  
**Department of Labor and Workforce Development**  
**May 2000**

This document establishes the Scope of Work for the financial assistance award made by the Denali Commission (hereafter referred to as the Commission) to the Department of Labor and Workforce Development (hereafter referred to as the DOL). The amount of the financial assistance award is \$2,000,000 and is for expenditure during the period April 10, 2000 through June 30, 2002.

Under the terms of this financial assistance award, the DOL will establish the Denali Training Fund. The initial amount available for financial assistance awards in the fund will be \$1,800,000. The remaining \$200,000 of the \$2,000,000 financial assistance award will be available to the DOL for program and administrative expenses.

The Denali Training Fund (Fund) will be used by the DOL to provide grants to Alaskan communities and organizations for employment and training activities that complement infrastructure and economic development projects funded by the Commission in Alaska. Initially, projects awarded under the fund will primarily support projects involved in the Commission's themes of energy and health care infrastructure. At the discretion of the Commission, other infrastructure themes consistent with the intent of the Commission may be added.

In managing the Fund, the DOL shall establish two general categories. One category shall be Denali Project Specific Training, and shall include projects that are directly related to the training and employment needs Commission funded projects. The second category will be the Community Builders Program, which includes providing assistance for training and employment needs for any infrastructure related projects in rural Alaska. In making awards to sub-recipients, the DOL will give priority to applications received under the Denali Project Specific Training category.

The Denali Commission, in consultation with the Department, has approved five initial projects to provide financial assistance from the Fund. These projects are:

Associated General Contractors	\$250,000
AVTEC – Building Maintenance Repairers	\$250,000
AVTEC – Bulk Fuel Operator Training	\$75,000
Alaska Works	\$200,000
ANCET	\$200,000

The DOL will, at a minimum, undertake the activities described in the following sections for the implementation and administration of the Fund.

- The DOL will develop appropriate financial assistance documents and forms to be used in distributing money from the Fund to sub-recipients.
- The DOL will provide appropriate notice of the availability of the Fund and will establish procedures by which organizations may apply for a financial assistance award. This will include the establishment of appropriate criteria for determining whether or not an entity is eligible for assistance and whether or not the assistance should be provided.
- The DOL will actively involve the participation of the five initial recipients named above for outreach to potential applicants.
- In making awards from the Fund, the DOL will notify the Commission Project Officer of the intent to award to all sub-recipients. Notices of award will be issued three working days after notification to the Project Officer unless otherwise notified by the Project Officer.
- On a routine, on-going basis, the DOL will receive and review financial assistance applications and will make awards of funds. Any financial assistance application greater than \$25,000 must be approved for funding by the Denali Commission Project Officer.
- The DOL will negotiate appropriate terms and conditions of the financial assistance awards with the successful applicants. This shall include specification of the scope of work, project budget, timeframes, and expected outcomes. The DOL and the successful applicants will execute Agreements in a timely manner. The DOL will, as necessary or as requested, negotiate and execute amendments to the grant scope of work, timeframes and expected outcomes. Any increases in grant budget amounts require approval of the Denali Commission Project Officer if the increase would put the project total over \$25,000.
- The DOL will receive, review and approve requests for advances of funds or reimbursements submitted by fund recipients. The DOL will determine, prior to payment, that the request for funds is for appropriate project activities and pass the request on to the Commission in accordance to the Award Conditions.
- Periodic progress and financial reports on the use of the funds will be required by the DOL for all sub-recipients. The DOL will receive, review and approve the reports. This information will be summarized in the quarterly reports the DOL makes to the Denali Commission.

- The DOL will monitor the progress of the various sub-recipients through general oversight activities. The DOL will also monitor the success of various sub-recipients through DOL established outcome measures for each financial assistance sub-recipient. This may also include on-site review and evaluation of the sub-recipient. Additionally, the DOL, to the extent possible, will coordinate with other Denali Commission funded organizations to seek their assistance in sub-recipient oversight and evaluation.
- In consultation with the Denali Commission, the DOL will establish expected outcomes and performance standards for the various projects. In addition, the DOL shall maintain a Management Information System to track the training and employment outcomes. The performance measurements may include the following:
  - the percent of former participants who have a job one year after leaving the training program;
  - the median wage of former participants seven to 12 months after leaving the training;
  - the percentage of former participants who were employed after leaving the training program who received training under the program that was related to their jobs or somewhat related to their jobs seven to 12 months after leaving the training program;
  - the percent of former participants of a training program who indicate they were satisfied with or somewhat satisfied with the overall quality of the training program; and,
  - the percent of employers who indicate they were satisfied with the quality of work of new employees who had recently completed the training program.
- The DOL will close-out the agreements with sub-recipients within 75 days of their completion or, if necessary, when the sub-recipient's performance or other activities are contrary to the intended purposes of the award. The DOL will receive, review and approve final progress and financial reports. The DOL will return any unexpended and uncommitted award money to the Fund for possible use in other Commission prioritized needs.

**DENALI TRAINING FUND**  
**Project No. 0013-DC-2000-T2**  
**Department of Labor and Workforce Development**

<b>BUDGET CATEGORY</b>	<b>Sub-Amount</b>	<b>Amount</b>
<b>DOL BUDGET</b>		
Program Budget		
Personal Services	\$83,000	
Travel	\$15,000	
Contractual	\$2,000	
Supplies	2,500	
Equipment	\$2,500	
Sub-Total	\$105,000	
Administration Budget		
Personal Services	\$60,000	
Contractual	\$8,000	
Supplies	\$2,500	
Equipment	\$2,500	
Indirect Costs	\$22,000	
Sub-Total	\$95,000	
DOL Sub-Total		\$200,000
<b>DESIGNATED GRANTS</b>		
Alaska Works	\$200,000	
ANCET	\$200,000	
Associated General Contractors	\$250,000	
AVTEC – Building Maintenance Repair	\$250,000	
AVTEC – Bulk Fuel Operators	\$75,000	
Designated Grant Sub-Total		\$975,000
<b>DENALI TRAINING FUND BALANCE</b>		<b>\$825,000</b>
<b>FINANCIAL ASSISTANCE AWARD</b>		<b>\$2,000,000</b>

## **DOL BUDGET EXPLANATION**

### **Personal Services**

This includes funds for a full time Grants Administrator II position and an Accounting Technician I. Some funds are also budgeted for supervisory oversight of these positions.

### **Travel**

Travel expenses will be for conducting on-site technical assistance and monitoring as well as coordinating activities.

### **Contractual**

Contractual includes amounts budgeted for lease space, telephone and telefax, equipment leases, and so on.

### **Supplies**

This would include the cost of general office supplies.

### **Equipment**

Amounts are budgeted for the purchase of computer hardware and software, including network connections, for the two new positions.

### **Indirect Costs**

Indirect costs are estimated at 16 percent of the personal services costs and cover Administrative Services and Employment Security as well as data processing support.